



JOB OPPORTUNITY

Job Title: Supplies Administrator
Organization: Watoto Childcare Ministries
Reporting: Homes Administrator
Nature of Contract: Part-time contract
Duty Station: Suubi Children's Village

Watoto Church and Child Care Ministries have experienced exponential growth in the past couple of years composed of multiple Celebration Centers (Campuses) and diverse Community care initiatives that include Childcare, Community and Neighborhood, Education and FM Radio amongst others. In all of this, Watoto remains a local church, committed to celebrating Christ and caring for community.

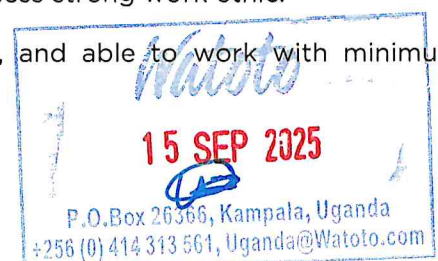
Watoto is seeking to recruit a **Supplies Administrator** to manage home and office supplies through the coordination of stores operations, administrative processes, records and inventory management, quality control, and safety of supplies.

Key Duties and Responsibilities (but not limited to).

- Manage and revise the stores operations manual, forms and documentation.
- Lead timely updates to supplies procedures and communicate changes to Homes Administration and mothers, to ensure adaptability to team needs.
- Distribute and analyse supply request forms completed by mothers and adjust order quantities accordingly.
- Receive and verify quality and quantity of deliveries and donations.
- Manage the receipt of supplies, ensure proper offloading, and signed delivery documentation.
- Collaborate with the procurement officer to follow up on supplier deliveries, invoices, and documentation, and standardize transportation plans for village supplies.
- Oversee record-keeping and documentation to confirm accurate stock levels and inventory management.
- Coordinate the distribution of home supplies and donations as per end-user submissions.
- Oversee inventory operations, which comprises of record maintenance and periodic stock checks.
- Ensure the store is pest-free, and hazard-free to protect stock quality and quantity.
- Oversee and maintain store conditions to ensure cleanliness, safety, and organized environment.
- Prepare, generate, and deliver reports to the home's administrator on a periodic basis.

Qualifications, Skills, and Experience.

- The applicant for the role should hold at least a minimum of a bachelor's degree in procurement and supplies management, business administration, or similar/relevant discipline.
- At least three (3) year's working experience in a medium-sized organization.
- Proficiency in computer literacy in MS Office packages.
- Must be willing to live up to organisational values and possess strong work ethic.
- Ability to meet tight deadlines and possess People skills.
- Must be a team player, result-oriented, initiative-taking, and able to work with minimum supervision.
- Accurate record keeping and organizational skills.



Watoto UGANDA

How to Apply.

All suitably qualified and interested candidates can apply by.

1. Submit your Cover Letter, CV, academic and professional documents, and a Church recommendation letter to careers@watotochurch.com (Subject Line: **Job Title - First Name, Last Name**).
2. Visit our website www.watotochurch.com
 - 2.1. Go to the **JOIN THE TEAM** on the website menu.
 - 2.2. Select **click here** to see the job details.
 - 2.3. To apply, click **Apply Here**.
 - 2.4. Fill out the form and submit after all sections have been filled.

DEADLINE: 22nd / September / 2025.

ONLY SUCCESSFUL APPLICANTS WILL BE SHORT LISTED AND CONTACTED FOR INTERVIEWS.

